

Capital Improvements Committee
May 9, 2011

Item No. 1: Roll Call: Mayor Raeanne Presley, City Administrator Dean Kruithof, and Alderman Rick Todd. Introduction of new members Alderman Bob Simmons, Nelda Lies and Jerry Emery. Also present were City Engineer/Public Works Director, David Miller, Utilities Director, Mike Ray, Assistant Public Works Keith Francis, Assistant City Engineer Matt Filice, and Finance Director Lori Helle.

Item No. 2: Meeting called to order 10:31 a.m.

Item No. 3: Consultant Selection Wastewater Improvement Projects 2011. David Miller explained the Missouri state law for engineering services and the RFP process and contract process to the new members. David Miller explained that many years ago various developers in the Fall Creek Resort area installed several small lift stations that pump wastewater from lift station to lift station and then eventually into the city sewer system. The Missouri Department of Natural Resources determined that the city is responsible for the system and must resolve the mechanical and capacity problems that have ensued over the years. The intent of this RFP is to hire a consultant to design improvements to the Fall Creek Resort system as well as other sewer rehabilitation projects in Branson. Mayor Presley inquired if there was any way to delay the projects. Mike Ray responded by saying that there are daily issues on the pumps and that the utilities department budgeted \$330 Thousand in the operating budget for sewer line rehabilitation. Administrator Kruithof explained that the city will take the sewage but the property owners association is responsible for getting it to the sewer lines. Mike Ray stated that a dispute arose between the property owners association and other entities. Through this dispute, DNR was contacted and they determined the city is responsible for the capacity problems. Mr. Emery inquired if there would be any liability to the city if delay. Administrator Kruithof explained that DNR could enforce with monetary fines, etc.

David Miller explained that the city received 20 proposals for this project. He explained the rating and selection criteria process. Alderman Todd stated that as he reviewed the proposals, some of them were standard boiler plate proposals. Mrs. Lies inquired if any of the proposals were selected based on locality. Mr. Emery inquired if the fees and expenses are extra or if included in contract price. Mr. Miller stated that the city does pay the fees and expenses but these are negotiated as part of the contract. He went on to explain city staff recommendation and that 5 of the firms are rated higher than the others. He stated that any of the 5 firms would do a good job on the project and provide a quality design. He explained that the first firm listed (RJN Group) has never worked for Branson before, but their desire to work on this project was evident by the quality of their proposal and the number of site visits they made to become familiar with the project details. He stated that they are also experts with inflow and infiltration which is a large part of this project. He explained the strengths and weaknesses of the other four firms. Mayor Presley stated to the other committee members that in the past there was a perception that the city used the same firm for projects. Mr. Filice stated that RJN showed the most enthusiasm and came to the city and actually inspected manholes and that he was impressed with their expertise in infiltration and inflow issues. Alderman Todd stated that he did not have the recommendation list so he reviewed all proposals and on his grid, Cole Associates was up a

couple notches higher but came up with same recommendation of RJN. Mr. Emery stated that RJN was based out of St. Louis and that contracting out to someone new seemed liked a good idea to him. Mayor Presley inquired if there were any proposals from Arkansas. Mr. Miller replied that there were proposals from Arkansas in this packet but they were lacking a close relationship with Missouri DNR. Mrs. Lies stated that in reviewing the proposals that some of them are using the same survey company. She inquired if that is common. Mr. Miller replied that the consulting firms need a local survey company and since Rozell submitted a proposal, survey companies are few and far between in Branson so companies had to use same firm for their proposals. Alderman Todd made the motion to recommend RJN for the 2011 wastewater improvements projects for presentation to the Board of Alderman. Seconded by Alderman Simmons. Vote taken: all yeas, none opposed; motion carried.

Item No. 4: Capital Project Status Update. Mr. Miller explained the update report to committee members. He stated that there is currently a pump issue at Lift Station 30. Mayor Presley inquired when the data from the new water meters will be available. Mike Ray replied that the data should be available within about 19 months. Mr. Miller explained that the city had received an \$11,000 grant from MoDOT for the bridge study of the Veteran's Boulevard Bridge over Roark Creek and that we expect the report within the next two weeks. He stated that the bridge was built in 1931 and rehabilitated a couple of times in 1988 and 1996. Ms. Lies questioned the reasoning behind the road closing at Long St. Mr. Miller explained that it was a result of the bridge opening and traffic stacking up at the railroad crossing. He stated that it is a safety measure.

Item No. 5: Change Order Update. Mr. Miller explained that the only change order to present to the committee is Change Order #3 with Winslow Construction Management, the contractor on the City Clerk/Courts expansion project. He stated that this change order was for the modification of an office wall, and installation of outlet boxes in the amount of \$1,112.25.

Item No. 6: 5-Year Capital Budget Update. Finance Director, Lori Helle presented the committee with the Instructions and Forms for the Fiscal Year 2012-2016 Capital Improvement Program. She explained that this is a planning tool used for capital expenditures over \$15,000. She explained that the capital budget is approved by the Board of Alderman on a yearly basis after staff prioritizes for safety, etc. Alderman Todd requested an explanation of page 5 of the instructions. Mayor Presley suggested that the definition be made more definitive. Mr. Emery inquired as to how long it has been 15 Thousand Dollars. Mr. Kruithof stated that it has been set at \$15,000 for many years as part of the contract management process. Mrs. Helle explained that the capital equipment will soon be funded out of the departmental budgets. Mayor Presley explained to the committee that there are also tourism funds collected from the tourism tax and transportation funds from the ½ cent sales tax. Mrs. Helle stated that the forms will be given to the directors and that they will be due by June 17, 2011. She further stated that in June the draft will be presented to this committee and Finance committee for review and submitted to the Board of Alderman in November for approval by January 1, 2012. Mayor Presley informed the committee that if the general fund decreases over the next 5 years some projects will have to be vetted according to priority.

Miscellaneous: Mayor Presley suggested that an update on stormwater issues be presented at next meeting. Mr. Emery inquired if there was anything that the city can provide to the lodging association or realtors association to educate concerning stormwater issues. Mrs. Lies stated that it will be a lengthy education process so that all citizens will understand new policies and procedures. There was some discussion about the Arizona dam and its primary mission was not flood control. Some discussion about the flooding and being proactive with the Corps of Engineers. Mrs. Lies stated that the flood impact was far reaching and an opportunity for us to take action to change policies.

Mr. Emery inquired if there is any opportunity to redevelop Highway 76 with new properties due to deterioration and aging infrastructure. Mr. Kruithof stated that the comprehensive plan should address and point out a plan of action. Mrs. Helle stated that Board of Alderman will discuss the process at the strategic planning meeting scheduled for June.

There being no further business, the meeting was adjourned at 12:05 p.m.